



CAREER OPPORTUNITY: Court Administrator



JOB TITLE: Court Administrator
DEPARTMENT: Wylie Municipal Court
PAY GRADE: \$51,515 to \$58,281 per year, BOQ
EXEMPT: Yes
FULL-TIME: Yes

CLOSING DATE:
January 31 or Until Filled

The City of Wylie is seeking a professional Court Administrator to oversee our three person municipal court. This position requires the ability to multi-task, work with computer software spreadsheets for budgeting and reporting purposes, supervise two Municipal Court Clerks and work closely with our Police Department, Code Enforcement, Animal Control and Municipal Court Judges and attorneys. This position has a unique schedule: working four - 10 hour days per work week with a staggered day off. The Court Administrator reports to the Finance Director.

To say that a few things are happening in Wylie would be an understatement. As one of the fastest growing communities in Texas, Wylie has a number of projects that are in the planning or construction stage. From street and road improvements to new buildings and facilities to park improvements, Wylie is working to meet the needs of its growing population. With the growth, Wylie is now home to an expanding business climate with industrial and commercial development. Fortune magazine cites Wylie as the 8th most rapidly growing city in the U.S. We were also voted one of the top 50 "Best Places to Work" by the Dallas Business Journal in 2005. We strive to maintain a professional, competitive and rewarding work environment. Our benefits meet or exceed benefits offered by neighboring cities. Our Step Wage Plan offers competitive wages with plenty of room to grow. Staff will tell you that Wylie is a great place to work – as evidenced by our exceptional staff tenure and impressive resumes.

REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES:

High School Diploma or equivalent and a Bachelor's Degree in criminal justice, business administration, or closely related fields. Additional applicable work experience may be substituted for the required degree. Possession of minimum Level I certification as Municipal Court Clerk in the State of Texas and possession of or progress towards Level II Municipal Court Clerk certification. Three to five years increasingly responsible experience in court operations required, supervisory experience preferred. Thorough knowledge required of: functions and operating details of the Municipal Court; laws, rules, regulations, and policies governing court operations; principles and practices of management, training, and performance evaluation; legal terminology, forms, records, files, and documents. Must have ability to understand the organization and operation of the court and all related agencies. Ability to pass a pre-employment drug screening test, physical and criminal background check.

TO BE CONSIDERED FOR THIS POSITION

Please submit the following: City of Wylie application; Resume; and a cover letter. Mail to:
City of Wylie Human Resources
300 Country Club Road - Wylie, Texas 75098

If you have questions or would like additional information, please call 972-516-6048